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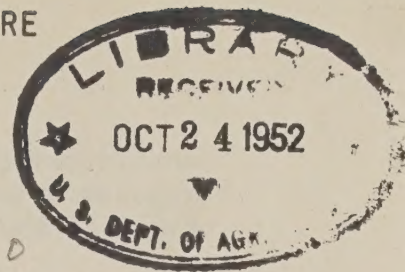


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CAREERS IN THE SOIL CONSERVATION SERVICE

The Soil Conservation Service is dedicated to a national action program of helping farmers, ranchers, and landowners to plan and apply modern scientific soil and water conservation practices to their land. Modern soil conservation is based on sound land use and the treatment of land with all the proven appropriate measures that are needed to keep it permanently productive. To carry out such a program requires a staff of highly skilled employees who are devoting their lives to this cause.

The Soil Conservation Service regards all of its full time permanently employed people as career employees. Career employees are entitled to find full satisfaction in work that will utilize their abilities to the fullest. This means proper placement in positions where they can make the greatest contribution to the Service. It means that all employees have an obligation and a right to grow within their jobs and also, as opportunities are afforded, to grow with the organization into positions of broader responsibility. Employees have an obligation to the Service to prepare themselves by training and self-improvement to accept increased responsibility. Individual employees or groups of employees should likewise assist the Service by making recommendations that will improve the career policy of the Service.

To carry out these broad objectives the following policies are adhered to as a Service-wide standard:

1. Recruitment of Career Employees

New employees are brought into the organization as a general rule at the beginning or trainee level. Ability to grow is an important factor in selection. In cases requiring qualifications not found in the organization, new employees are brought into the Soil Conservation Service above the entrance grade.

2. Selection from Within the Service

Vacant positions above the entrance level are filled by promotion or reassignment from within the Service as long as well-qualified people are available. When such selections are made the employee shall be released from his present responsibilities to accept the promotion or reassignment.

3. Qualifications Standards

Qualification standards, based on an analysis of the jobs to be performed, are or will be established and maintained. These standards define the kind and scope of education, training, and/or experience required, leadership ability, growth potential, and any other special



qualifications and personality traits required. These standards are available to employees so they will know the requirements of positions in the Service.

#### 4. Development

The development of employees to grow in their present position and to accept greater responsibility as opportunities arise is a joint function of both the Service and the employee. The opportunity to develop is extended to all employees on a basis of equality. The Service seeks opportunities to develop employees by proper placement that will broaden their experience and enhance their value to the organization. Supervisors are responsible for initiating and continuing a program of developing employees through guidance and training. Likewise, the employees are responsible for developing their abilities through planned self-improvement. Supervisors and employees are encouraged to work out together and to follow-through such development plans.

#### 5. Areas of Consideration

As a general policy the broadest practical area of consideration is used as a basis for making selection, to encourage greater competition, reasonable equality of opportunity, and better final selection. Each region will define the area of competition for those positions under its jurisdiction. However, all positions of leadership in the Service equivalent to that of a State Conservationist, a Regional Division Chief, Research Project Supervisor, and above are filled through Service-wide consideration. This applies also to positions of special skills and those in scarce categories.

#### 6. Basis of Selection

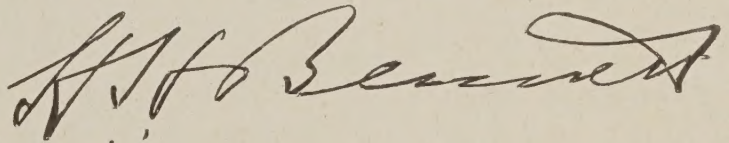
- A. Vacancies in the Service are filled only on the basis of merit by those who best meet the qualification standards, including employees on military furlough, with due regard to the employees' interests and desires.
- B. Evaluation of employees for placement or advancement will be based on judgment of not one person alone but several responsible people who are in a position to know the employees, their work performance, and can estimate their capacities and ability. This system of multiple-judgment appraisal shall be specific, as objective as possible, and known throughout the Service.

#### 7. To Carry Out These Policies

- A. A practical system of personnel records will be maintained to reflect at all times an inventory of our personnel resources and provide adequate information including the desires and aptitudes of the employees and their special needs and problems, as a basis for selection.



- B. Each region (and the Washington Office covering Service-wide areas of consideration) will make available to all employees a detailed statement of the procedure through which these policies are carried out.
- C. It is the responsibility of the Washington Personnel Management Division and the Regional Personnel Divisions to assist the Chief and the Regional Directors in developing, reviewing, and coordinating this program.
- D. A continuing study will be made of the organizational structure at all levels to see that adequate positions exist in the various grades to handle the work efficiently and carry out the intent of the policy.
- E. This policy statement should be discussed and understood by all employees. In all major developments of the career program, employees will be consulted. All employees should feel free at any time to recommend improvements in the policy and procedure covering the development of careers in the Soil Conservation Service.

A handwritten signature in dark ink, appearing to read "H. H. Bennett". The signature is written in a cursive, flowing style with a large, prominent initial "H".









